

Start, Run & Grow

To start a business in Colorado, a company must comply with a number of requirements. The type of business, its location, and whether or not there will be employees determines what must be done. The Colorado District Office of the U.S. Small Business Administration has developed this general information provided below to help get you started.

NEW BUSINESS COMPLIANCE CHECKLIST

A. BUSINESS REGISTRATION

1. Sole Proprietor or General Partnership

Each sole proprietorship or partnership doing business under a name other than its full personal legal name must register its trade name with the Colorado Department of Revenue, 1375 Sherman Street, Denver, (303) 238-3278. The trade name search web site is found at <http://www.businessstax.state.co.us/tradenames>. Trade name forms and general information may be found at <http://www.revenue.state.co.us>

2. Corporations, Limited Partnerships and Limited Liability Companies (LLC's)

- Check on available business names with the Secretary of State
- Register a trade name
- File Articles of Incorporation for a Corporation, or
- File Certificate of Limited Partnership, or
- File Articles of Organization for Limited Liability Companies (LLC's)

File with the Secretary of State at 1560 Broadway, Suite 200, Denver, CO 80202. Telephone (303) 894-2200 or visit the web site at <http://www.sos.state.co.us>.

B. BUSINESS AND OCCUPATIONAL LICENSES

For general information regarding permits, licensing requirements, and funding sources for your small business, call the Colorado Business Resource Center at (970) 339-6427. This center is administered by Aims Community College. Information packets are tailored to your specific type of business. A fee of \$10.00 is charged. Also request a copy of the Colorado Business Resource Guide or download a copy from the web site at http://www.state.co.us/gov_dir/oed.

Information on state licenses and permits may also be obtained by calling the State Department of Regulatory Agencies at (303) 894-7855 or (800) 886-7675 or by visiting the state's license and permit web site at <http://www.dora.state.co.us>.

Cities and counties may also require business licenses. Look for the license division under the appropriate city or county listing in the government section of the phone book.

C. ZONING

Cities and counties may have zoning restrictions on certain business locations. Look for the planning or zoning department under the appropriate city or county listing in the government section of the phone book.

D. TAXES

1. Property Taxes

Property tax must be paid on real and business personal property. Call the county assessor or treasurer in the city or county in which your business is located.

2. Income Taxes

"C" Corporations report business income and expenses to the IRS on a corporate tax return. Corporate tax payments are also made through estimated tax filings. Corporations make these payments to an authorized financial institution or a Federal Reserve Bank, using federal tax deposit coupons.

Sole Proprietors, Partnerships, Subchapter "S" Corporations, and Limited Liability Companies (LLC) report business income and expenses to the IRS as part of personal income tax and file estimated tax payments with the IRS. Sole proprietors must also pay self-employment tax on their income through estimated tax payments. This tax is similar to the social security tax withheld from the pay of wage earners.

The IRS has the forms needed to file and pay federal business taxes at its office on the 3rd Floor, North Tower of Dominion Plaza at 600 17th Street, Denver.

IRS Taxpayer Hotline (801) 620-6339 or (800)829-1040
Federal TeleTax System (800) 829-4477
IRS Form Distribution Center (800) 829-3676

The Colorado Department of Revenue also requires the payment of state income and withholding taxes through the filing of estimated taxes throughout the year. Contact the Colorado Department of Revenue, 1375 Sherman Street, Denver, CO 80203, (303) 238-3278 for additional information.

3. Other Taxes

Denver Sales & Head Tax – Call the Denver Treasury Division at (720) 865-7018.

State Sales Tax - Sales taxes must be collected if goods are sold to a consumer in Colorado. Call the Colorado Department of Revenue at (303) 238-3278 for information on state sales tax rates, special sales taxes, and special event sales taxes.

Local Sales Tax - Many cities and counties levy local sales taxes. The Colorado Department of Revenue collects taxes for 214 of these local governments. There are also 59 home rule entities that collect their own tax. Contact the Colorado Department of Revenue at (303) 238-2378 or contact the city or county sales tax division.

4. Employee vs. Independent Contractor

Many state and federal laws define when an individual who performs services for you is considered an employee or an independent contractor. Call the IRS Taxpayer Hotline at (800) 829-1040 or the Colorado Department of Revenue at (303) 238-3278 for details.

Employer Identification Numbers (EIN)

Businesses are required by federal and state law to have an Employer Identification Number (EIN) if they have employees, sell alcohol, tobacco, firearms or maintain assets outside of the United States. Banks usually require an EIN to open a business account. Obtain Form SS-4, "Application for EIN" from the IRS.

E. EMPLOYEE/EMPLOYER ISSUES

Colorado Department of Labor & Employment
Division of Workers Compensation (303) 318-8700
1515 Arapahoe Street, Denver, CO 80202

Call (303) 318-8700 to request the publication, *Workers Compensation Guide for Employers* or visit the department's Web site: <http://coworkforce.com/dwc/>

Colorado Department of Labor & Employment
Unemployment Insurance Tax Branch
1515 Arapahoe Street, Denver, CO 80202
Web site: <http://unemploytax.cdle.state.co.us/>

(303) 603-8231 or
1 (800) 480-8299

U.S. Department of Labor
Wage and Hour Division (minimum wage)
1801 California Street, Suite 935, Denver, CO 80202 (303) 844-4405
For a copy of the Small Business Handbook, visit the web site at:
<http://www.dol.gov/dol/esa/public/minwage/main.htm>

Colorado Department of Labor & Employment
Division of Labor (minimum wage)
1515 Arapahoe Street, Denver, CO 80202
Web site: <http://laborstand.cdle.state.co.us/>

(303) 572-2241 or
(888) 390-7936

Bureau of Immigration and Customs Enforcement
Employers are required to complete and maintain a Form I-9, employment eligibility verification for each employee. For more information, visit the web site at
<http://uscis.gov/graphics/services/employerinfo/index.htm>

ICE Customer Service Center
Forms Request Line

(800) 375-5283
(800) 870-3676

U. S. Department of Labor
Occupational & Safety Health Administration (OSHA) (303) 844-5285
1391 North Speer Boulevard, Denver, CO (800) 755-7090
Federal regulations protect the safety and health of employees.
Visit the web site at <http://www.osha.gov>

F. LEGAL

To obtain legal information for business, visit <http://www.BusinessLaw.gov>.

SCORE, "Counselors to America's Small Business conducts four workshops in Denver. The second workshop is "Meet the Experts." An attorney speaks about what you need to know to start a business and how to find a good attorney. Visit SCORE's web site at <http://www.scoredenver.org> or call (303) 844-2606 extension 213.

The Colorado Small Business Development Center network has 20 centers throughout the state. To locate a center, visit <http://http://www.state.co.us/oed/sbdc> or call (303) 892-3840.

Mi Casa Resource Center for Women, Inc. has three locations: Denver, Colorado Springs, and Pueblo. Visit the web site at <http://www.micasadenver.org> or call the Denver center at (303) 573-1302, Colorado Springs at 1 (866) 844-0091 or Pueblo at (719) 542-0091.

G. MISCELLANEOUS INFORMATION

Information about ADA requirements, copyright laws, trademarks, patents, exports, demographic data, health insurance, environmental and health requirements, food safety, etc.)

U.S. Architectural & Transportation Barriers Compliance Board (USACCESS Board)
Provides minimum guidelines for architectural requirements under the Americans with Disabilities Act. For technical assistance, call (800) 872-2253 or (202) 272-5434.
Web site: <http://www.access-board.gov>

Copyrights
Library of Congress (202) 707-3000
Web site: <http://www.loc.gov/copyright/>

Trademarks and Patents:

Colorado Secretary of State (trademarks) (303) 894-2200
<http://www.sos.state.co.us/pubs/business/citguide.htm#trademarks>
U.S. Patent and Trademark Office (800) 786-9199
Web site: <http://www.uspto.gov/>

Colorado Department of Agriculture, Markets Division
700 Kipling Street, Suite 4000

Lakewood, CO 80215-8000 (303) 239-4114
Specializes in foreign and domestic market development and technical assistance for Colorado agricultural products.

Colorado Department of Public Health & Environment
4300 Cherry Creek Drive South, Denver, CO 80246
(303) 692-2035
<http://www.cdphe.state.co.us>

Food & Drug Administration (FDA) (303) 236-3000
Small Business Representative (214) 655-8100 ext 133
Dallas, TX (covers Colorado)
<http://www.fda.gov>

Export/Import
Colorado Office of Economic Development & International Trade (303) 892-3850
World Trade Center Educational Services (303) 592-5757

U.S. Export Assistance Center (303) 844-6623
All located at 1625 Broadway, Denver, CO

The Denver Public Library (303) 640-6226
10 West 14th Avenue Parkway, Denver, CO 80204
<http://www.denver.lib.co.us>
ACLIN Libraries web site: <http://www.business.aclin.org>

Colorado Demography Service Line (303) 866-4147
Web Site: <http://www.dlg.oem2.state.co.us/demog/demog.htm>

Colorado Division of Insurance (303) 894-7499
1560 Broadway, Denver, CO 80202
Information on health insurance, a list of small group carriers, and rate survey. Web site:
<http://www.dora.state.co.us/>

H. INCUBATORS

Incubators are designed to encourage business start-ups. They provide workshops, multi-tenant office space, shared office services, and improved access to capital. Each center provides services to a very specific clientele. They do this at a low cost and with a good return on investment to investors.

Southern Colorado Business & Technology Ctr
301 North Main, Pueblo, CO 81003
(719) 546-1133
or (800) 522-1120
<http://www.btc-pueblo.com>

Colorado Venture Centers
1610 Pierce Street, Lakewood, CO 80214
(303) 237-3998
<http://www.coloradoventure.org>

Denver Enterprise Center
3003 Arapahoe Street, Denver, CO 80205
(303) 296-9400
<http://www.thedec.org>

Western Colorado Business Development Corp.
2591B 3/4 Rd
Grand Junction, CO 81503
(970) 243-5242

Visit our web site at <http://www.sba.gov/co>.